



**SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

DATE: February 6, 2024
PLACE: Zoom Meeting
ATTENDING: Jim Jenkins, President (via Zoom)
Alvin San Miguel, Vice President
Steven Brumfield, Secretary/Treasurer (via Zoom)
Sandra K. Denton, General Manager
Lisa Cox, Staff (via Zoom) Michael Dei, Staff (via Zoom)
Troy Goodell, Staff Cyndi Hernandez, Staff
Dana Ippoliti, Staff Doug McGee, Staff
Andy Peal, Staff Dami Roberts, Staff
Guest: Sipra Boyd, Association Attorney

1. J. Jenkins called the meeting to order at 9:00 a.m.

A MOTION WAS MADE to call the meeting to order and accept the agenda. (On motions duly made, seconded and carried, the motion was passed.)

J. Jenkins proceeded to welcome all present. Per the Zoom attendees screen, of the four individuals present via Zoom, three were Sawmill Lake Village Representatives: Ms. Judy Barr, Mr. Ayse Miner and Ms. Jamyla Mitchell.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:01 a.m. No residents had sent in messages prior to the meeting and no Zoom attendees utilized the chat feature to address the Board.

3. **ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS**

- a. Ratified Electronic Decision to Accept Grant Advisory Committee's October Recommendations:
 - i. Fund the Childrens Catastrophic Fund Grant in the amount of \$2,500.00 to the Family with Account #00126-7282 (CL).
 - ii. Fund the Renewal Childrens Catastrophic Fund Grant in the amount of \$2,500.00 to the Family with Account #00131-3932 (OS).
 - iii. Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00134-4354 (BG).
- b. Ratified Electronic Decision to Approve Minutes from the October 23, 2023 SCA Board of Directors Meeting.
- c. Ratified Electronic Decision to Accept the Preliminary September 30, 2023 Financial Statements.

F:\SPCAI\Board\Minutes\2024\MINUTES-SCA Board of Directors Meeting-2-6-2024.doc

Community Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
Fax 281.778.0779

- d. Ratified Electronic Decision to Delay Implementation of Tennis Fee and Authorize S. Denton Execute Revised Contract with Risher Management for Racquet Sports Management.
- e. Ratified Electronic Decision to Accept Grant Advisory Committee's November Recommendations:
 - i. Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00142-0414 (CH).
 - ii. Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00142-0414 (KH).
- f. Ratified Electronic Decision to Appoint Andrew Mishaga to the Finance Advisory Committee.
- g. Ratified Electronic Decision to Appoint Uncontested Candidates to Village Representative Positions:
 - i. Sawmill Lake: Judy Barr, Ayse Miner and Jamyla Mitchell
- h. Ratified Electronic Decision to Approve Annual Grant Funding to the Fort Bend Education Foundation in the Amount of \$15,000.00.

4. CONSENT AGENDA ITEMS

- a. Acknowledged advance receipt of Board package.
- b. Appointed 2024 SCA Board of Directors Members and Officers-the SCA Board of Directors appointed Jimmie Jenkins as Board President; Alvin San Miguel as Board Vice President; and Steven Brumfield as Secretary/ Treasurer.
- c. Approved 2024 SCA Board of Directors Meeting Schedule-The SCA Board approved the dates for their Board meetings through the end of 2024: February 6th, May 16th, August 8th, September 18th and October 21st, which may be subject to change.
- d. Approved 2024 Swimming Pool Hours-The SCA Board of Directors approve the 2024 Pool Hours.
- e. Appointed 2024 Committee Members, Chairs and Vice Chairs:
 - i. Finance Advisory Committee-Paul Albert (Chair), Bilesh Ladva, Andrew Mishaga, Vipul Parikh (Vice Chair), Kevin Talbot, Justin Walton and Gary Yuen.
 - ii. Grant Advisory Committee-Christine Baldwin, Judy Barr, Cindy Chilcote (Chair), Cynthia Geiger, Casey Giannetti, Joshua Jenkins, Chris Lincoln, Ashlee Valavala (Vice Chair) and Gary Yuen.
 - iii. Hearing Advisory Committee-Andrew Barry (Vice Chair), Lee Kennihan, Ezekial King, Ramona Mishaga (Chair), Heidi Reese and Frank Welsh.
 - iv. Landscaping Committee-Nancy Brock, Casondra Burkley (Vice Chair), Christi Chrisman, Richard Gibbons, Ron Gruber, LaTrina Kingsbury, Sharon Meeke, Nurith Schonberger, Ernest Stalnaker, Adrienne Strekfus (Chair) and Londa Wright.
 - v. Modifications Sub-Committee-Camille Costa, Benton Minges, Byron Polk, Truitt Raun, Andrew Richards (Vice Chair) and Pete Saulino (Chair).
- f. Appointed Village Representative to Fill Vacancy-Katie Hills, Village of Sawmill Lake.
- g. Acknowledged 2023 Annual Meeting Minutes-The SCA Board of Directors acknowledged the draft of the 2023 Annual Meeting Minutes.

A MOTION WAS MADE to approve the consent agenda. (On motions duly made, seconded and carried, the motion was passed)

5. ACTION ITEMS

- a. Appointed Fox Bend Gated Neighborhood Committee Members-D. Ippoliti presented the results of the Fox Bend Gated Neighborhood Committee election, stating that the 3 candidates (of 7 total) with the highest number of votes were: George Flint, Marcel Meijer and Clynton Ross.

A MOTION WAS MADE to appoint George Flint, Marcel Meijer and Clynton Ross to the Fox Bend Gated Neighborhood Committee. (On motions duly made, seconded and carried, the motion was passed)

b. Financial Reports

- i. *Reviewed Preliminary December 31, 2023 Financial Reports*-M. Dei presented the financial statements and answered Board questions.

A MOTION WAS MADE to accept the preliminary December 31, 2023 financial reports. (On motions duly made, seconded and carried, the motion was passed)

- ii. *Update on 2024 Collections*-M. Dei reported that SCA is 97.9% collected for 2023 and 54.5% collected for 2024.
- iii. *Approved Estimated Allocation of Excess 2023 Operating Funds*-M. Dei recommended that the 2023 excess operating income and operating fund balance be transferred to the reserve fund to maintain a balance of 75-100% funded.

A MOTION WAS MADE to approve the transfer of 2023 SCA excess operating fund balances to the SCA reserve fund. (On motions duly made, seconded and carried, the motion was passed)

J. Jenkins then asked about the 2023 SCA Audit. M. Dei stated that Ralph & Ralph will be conducting the 2023 SCA Audit (and preparing the related tax return). M. Dei advised that the Finance Advisory Committee will be bidding audit services (for the 2024 audit) later in 2023.

A MOTION WAS MADE to authorize S. Denton to execute the engagement letter from Ralph & Ralph, covering the 2023 SCA Audit & Tax Return. (On motions duly made, seconded and carried, the motion was passed)

- iv. *Reviewed How Future CEF Project Funds Will Be Presented in Financial Report*-M. Dei showed how these funds are set up in our financial reporting system.
- v. *Reviewed Summary of Grants*-D. Ippoliti presented the final, year-end 2023 Summary of Grants and answered Board questions.
- c. Reconsidered Racquet Sports Court Reservation Fee-A. Peal stated that Staff is recommending that the Board delete the racquet court reservation fee from the Recreation Fee Schedule. This is consistent with the prior Board discussions held late last year, which were due to an unprecedented amount of feedback from residents, not in favor of the fee. If unused reservations become an issue, Staff may be back with a recommended penalty.

A MOTION WAS MADE to delete the racquet court reservation fee from the Recreation Fee Schedule, contingent upon creating a plan to reduce court cancellations. (On motions duly made, seconded and carried, the motion was passed)


- d. Approved Contractors and Authorized S. Denton to Sign Contracts For:
- i. *Professional Services with Ralph & Ralph for the 2023 Audit & Tax Return*-this item was covered previously in the meeting.

- ii. Holiday Decor with Always In Season for 5 Years: 2024-2028-S. Denton presented a new holiday design and the cost options provided by Always In Season for a new 5-year contract.

A MOTION WAS MADE to authorize S. Denton to execute a contract with Always In Season for Holiday Décor for 5 years: 2024-2028. (On motions duly made, seconded and carried, the motion was passed)

- e. Authorize Use of Community Enhancement Funds for Sawmill Lake Fitness Center Replacement Equipment:-A. Peal presented 4 options for replacing the fitness equipment at the Sawmill Lake Fitness Center, utilizing a combination of reserve and community enhancement funds. The Board discussed and asked for more detail on some of the equipment and tabled a decision until more information could be provided.
 - f. Discussed/Adopted Policies:
 - i. None.
 - e. Other Action Items-There were no other action items to discuss.
8. NEW BUSINESS
- a. Other New Business-S. Denton updated the Board on the Corporate Transparency Act and how it may or may not affect the Sienna Associations as a whole. Because SCA is a 501c entity, it is exempt, but has to file before December 31, 2024, to get the exemption. At this time, the Association Attorney is advising Staff to wait on taking any action until later in the year.
9. UPDATES ON OLD BUSINESS
- a. 2024 Business Plan Update-L. Cox shared an update of the 2024 Business Plan.
 - b. Maintenance Facility Update-T. Goodell stated that expected occupancy is in March, 2024.
 - c. Pickleball Update-A. Peal reported that the courts are open, have been very well received and that the overall project came in under budget.
 - d. Developer Update-A. San Miguel provided a Developer Update.
 - e. Other Major Projects Underway for 2024-Staff provided a few updates.
 - f. Other Updates-There were no other updates on which to report.

A MOTION WAS MADE to adjourn the Regular Session meeting at 10:23am. (On motions duly made, seconded and carried, the decision to adjourn the meeting was approved)

Prepared by: 
Sandra K. Denton, General Manager

Approved electronically on February 19, 2024, by the Board of Directors.

Approved by: 
Jimmie F. Jenkins, President